

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**VOCATIONAL INSTRUCTOR (12 MONTHS)
HOSPITALITY TECHNOLOGY**

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public
Location: Willard-Cybulski, Enfield, CT
Hours: Monday – Friday - 8:00 a.m. – 3:00 p.m.
Salary: \$58,176 (Annually)
Positions: 00038706
Closing Date: Applications must be postmarked no later than **July 22, 2015**.

Minimum Qualifications:

Knowledge of educational principles, methods and techniques; skill in a particular trade or occupation; teaching ability; ability to work effectively with inmates and/or students; ability to express ideas simply and clearly, orally and in writing.

General Experience:

High School graduation or possession of a high school equivalency diploma and eight (8) years of employment and/or teaching experience in Hospitality Technology.

Example of Duties:

Plans and conducts a vocational program in accordance with curriculum established for vocational education developed under guidelines established by the State Department of Education-Division of Vocational Education; conducts classes and shop sessions in vocational and occupational subjects; corrects papers and tests; counsels inmates and/or students and gives individual instruction; maintains tools and equipment; attends staff and other professional meetings; prepares reports on inmates and/or students as required; performs all the security functions necessary to maintain safety of inmates and/or students, associates and other members of the institution populations; performs related duties as required.

Preferred Experience:

College Degree preferred.

Special Experience:

Incumbents in this class must meet the State Board of Education requirements to receive initial educator certificate to teach Vocational Education.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit following documents:

- 1) Cover letter
- 2) Resume
- 2) Last two (2) Performance Evaluations
- 3) Copy of current certification if applicable
- 4) Two letters of recommendation
- 5) Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
- 6) State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

Please mail or e-mail application to:

**Francine Beaulieu
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
francine.beaulieu@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.